



**Town of Aquinnah**  
**Town Hall / Police Department / Town Offices**  
**and Comfort Station**  
 Aquinnah Building Committee (ABC) – Public Meeting Agenda

**DATE:** Thursday January 19, 2023  
**LOCATION:** Zoom meeting  
**TIME:** 4:00 pm

ITEM #	ITEM	ACTION
1	<b><u>Call Meeting to Order:</u></b> A. Chair informs committee and audience this is a public meeting.	
2	<b><u>Public Comments:</u></b> A. Chair asks audience member to introduce themselves before making any comments. Comments to be limited to two minutes/per person after introducing themselves with their name and address.	
3	<b><u>New Business &amp; General Discussion:</u></b> 1) KCS - review ICON Proposal – Vote required 2) Jeffery – Grant Information 3) Jeffery: a. Community out-reach b. Town website link c. Presentations posted on continuous loop at Town Hall d. Volunteer for distribution and set-up of materials –in order to keep current 4) ICI: Circle Schematic Design Cost estimate + Alternate Options – Next Steps	
4	A. <b><u>Other Business Not Reasonably Anticipated within 48 Hours of Meeting.</u></b>	
5	<b><u>Upcoming Meeting(s) &amp; Agenda Topics:</u></b> A. Community Meetings – XX-XX-2023 (tentative) B. ABC Meetings (tentative) –02-XX-2023 C. Joint Meeting with Select Board – XX-XX-2023(tentative)	
6	<b><u>Motion to Adjourn:</u></b>	



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**Aquinnah Building Committee (ABC) – Public Meeting Agenda**

Town Aquinnah is inviting you to a scheduled Zoom meeting.

Topic: Aquinnah building committee

Time: [This is a recurring meeting Meet anytime](#)

Join Zoom Meeting

<https://us02web.zoom.us/j/88203134797?pwd=VmJMEhUV1lSK0ZqSUtFczEzOWJlbnBQT09>

Meeting ID: 882 0313 4797

Passcode: 452035

One tap mobile

+19292056099,,88203134797#,,,,\*452035# US (New York)

+13017158592,,88203134797#,,,,\*452035# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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Find your local number: <https://us02web.zoom.us/j/88203134797?pwd=VmJMEhUV1lSK0ZqSUtFczEzOWJlbnBQT09>



101 SUMMER ST  
 BOSTON MA  
 02110  
 ICONARCH.COM  
 617.451.3333

Jeffrey Madison  
 Town Administrator, Aquinnah Town Offices  
 955 State Road  
 Aquinnah, MA. 02535  
 Attention: Karen Salvatore, ABC Chair

January 14, 2023

Dear Karen,

In reply to the Aquinnah Building Committee’s request for a fee proposal for extended schematic design services for the Town Center, ICON proposes working on an hourly basis with a Not-to-Exceed fee of \$4,000. We understand the committee’s goal to be the conceptual development of three options for the modernization of the Town Center campus. All Owner-Architect meetings will be virtual. On-site meetings are \$2,500/meeting. For this fee, ICON will develop sketches of the revised designs and meet with the cost estimator.

In addition, the estimates can be approached in one of two ways:

1. An opinion of probable cost developed based on the Schematic Design estimate for each option at a *conceptual* level. This will allow an order-of-magnitude comparison.
  - a. The fee for this effort is \$3,000.
- OR
2. Detailed cost estimates can be developed for each option along with a summary comparison. This will provide greater certainty than the first approach and the ability to understand line-item comparisons.
  - a. The fee for this effort is \$8,000.

<b>First Approach</b>	
ICON	\$4,000 not-to-exceed
Estimator	\$3,000 lump sum
<b>Total</b>	<b>\$7,000</b>
On-site Meetings	\$2,500/meeting

OR

<b>Second Approach</b>	
ICON	\$4,000 not-to-exceed
Estimator	\$8,000 lump sum

<b>Total</b>	<b>\$12,000</b>
On-site Meetings	\$2,500/meeting

Below are three sketches of the schemes we will be developing for further discussion.

**Option 1:** Three separate buildings – as previously presented to the ABC.

**Option 2:** Two buildings joining the existing Town Office building and the Police Department.

**Option 3:** Renovating the Town Office Building and renovating and adding on to the Police Department.

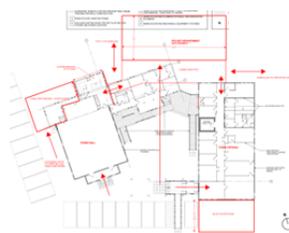
We understand that the goal of these studies is to identify significant cost reductions and the pros and cons of our suggestions. Additional detail can be found in the meeting minutes from January 5, 2023.

The Architect shall be compensated pursuant to an "Hourly/Not to Exceed" amount agreed to by the Architect and the Owner. The fees for the cost estimator are a lump sum. From the Notice to Proceed, the fee will be invoiced monthly on an hourly basis. Meetings and/or site visits beyond those identified in this proposal will be an Additional Service based on the hourly rates attached hereto Expenses (printing, parking & travel) are reimbursable at a rate of 1.10 times the actual cost.

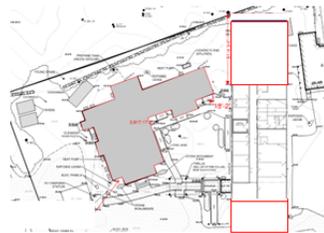
Sincerely,



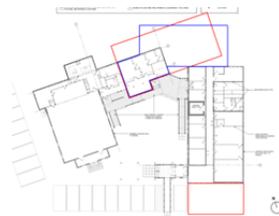
Ned A. Collier AIA, LEED AP  
Sr. Principal



OPTION 1



OPTION 2



OPTION 3

